

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OC-007	
1. TITLE OF REPORT (if a fill-in report include Form No.) Review of OC-OPI Forms						2. TYPE OF REPORT STATISTICAL NARRATIVE XX MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING	X	ADMIN. GENERAL		
	LOGISTICS		SECURITY		OTHER (specify)		
	MEDICAL		FINANCE		COMMUNICATIONS		
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT OC Order 70.2		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-RMS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-06	\$3.62		1		\$3.62		1 \$3.62
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report is required in order to keep up to date, the forms OC-Admin uses. Report enables component to check records and see if form is still necessary or could be discontinued							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT XX RETAIN AS IS CHANGE DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS STA	
16. DATE OF INVENTORY 6 Oct 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090040-4				18. EXTENSION	
Classification							